

MONTHLY COUNTY REPORT OF DOCUMENTARY STAMP SALES

Month ending _____, _____

COUNTY CLERK OF _____ COUNTY, _____, Oklahoma

A. DOCUMENTARY STAMP METER SALES

1. Ascending register value at the end of the month	1.	\$	
2. Ascending register value at beginning of month	2.	\$	
3. Total meter sales during month			
(subtract line 2 from line 1)	3.	\$	
4. Less credit given for unusable tape imprints	4.	\$	
5. Total value of actual meter sales during month	5.	\$	

B. REMITTANCES

1. Receipts from meter sales @ \$.75 per \$500 (from Section A, line 5)	1.	\$		
2. Receipts from rubber stamp sales @ \$.75 per \$500	2.	\$		
3. Total (sum of lines 1 and 2)	3.	\$		
4. Less 30.33% retained by county (multiply line 3 by .3033)	4.	\$		
5. Balance DUE OKLAHOMA TAX COMMISSION (subtract line 4 from line 3)	5.	\$		
6. Debit/(Credit) Memorandum Number	6.	\$		
7. TOTAL REMITTANCE to Oklahoma Tax Commission	7.	\$		

C. ENCLOSED AMOUNT

Enclosed is remittance of \$ _____ on Voucher Number _____ Dated _____

SIGNED: _____ (County Clerk)

**Mail to: OKLAHOMA TAX COMMISSION
2501 Lincoln Boulevard
Oklahoma City, Oklahoma 73194**

INSTRUCTIONS

1. This form is to be used by the County Clerk in making a monthly report to the Tax Commission when any type of documentary stamp sales are made. This report is to be received by the Tax Commission not later than the tenth (10th) day of the month succeeding the month being reported.

Section A - METER SALES

1. Line 1: Enter value shown on the ascending register at the end of the reporting month.
2. Line 2: Enter the value shown on the ascending register at the beginning of the reporting month. This value must be the same as that shown on the previous month's "Ascending register value at end of month."
3. Line 3: "Total meter sales during month"
4. Line 4: Enter any credit that you have received from this office for unusable tape imprints.
5. Line 5: "Total value of actual meter sales during month" is obtained by subtracting line 3 from line 2.

Section B - RUBBER STAMP SALES

13. Enter rubber stamp sales on Line 2 of Section B.